

Job Title: Higher Education Mentor for Civil Engineering
Responsible to: Head of HE Engineering

Purpose

The Engineering Centre of Excellence at Wigan and Leigh College are providing a range of higher level and degree apprenticeship standards and are seeking a professional engineer to contribute to the development and guidance of future engineers. The post holder will be working in a range of engineering industries locally supporting and developing apprentices and liaising with their line managers.

The post holder will be expected to:

1. Deliver high quality training to individuals and groups ensuring that learners progress and achieve their qualifications or programme in a timely manner.
2. Provide excellent pastoral support through individual reviews and 1:1s to ensure that barriers to learning are minimised and learners are supported to complete their programme of study.
3. Understand the requirements of frameworks/standards and plan effective training and assessment models to review and track learners against the relevant criteria.
4. To ensure that the achievement rates on Higher and Degree Apprenticeship meet College targets and exceed national standards.
5. Work with learners to ensure the timely achievement of their Apprenticeship and avoid them becoming out of funding.
6. Work with the employer engagement team to establish and maintain strong employer relationships through the delivery of outstanding customer service and secure new business with new and existing employers.
7. To internally verify students' work in accordance with the College and departmental assessment policies and awarding body requirements.
8. To assess and record internal verification outcomes systematically using the recognised College systems and to follow up any actions in a timely manner.
9. To internally verify marked work/observations in accordance to departmental policies, providing constructive oral and written feedback that clearly indicates strategies for improvement.
10. To implement quality procedures, contributing to thorough, evaluative programme reviews which feed into the self-assessment process.
11. To liaise with the End Point Assessment Organisation and support apprentices through the process

Duties

1. To provide mentor support for the professional development of engineers in achieving Higher and Degree apprenticeship standards.
2. To prepare appropriate training, assessment and action plans, to support learners in their acquisition of necessary skills and knowledge and monitor their progress.

3. To provide 1-2-1 support for apprentices as appropriate and carry out progress reviews on a timely basis.
4. To track and monitor learners/apprentices' progress throughout their Apprenticeship, provide feedback to learners as appropriate and to keep apprentice tracking systems up to date. To ensure learners'/apprentices' files, attendance records and other paperwork is accurate and kept up to date.
5. To keep learner, employer and other staff informed of a learner progress and ensure all contribute to the plan of action which ensure learners timely success.
6. To internally verify students' work in accordance with the College and departmental assessment policies and awarding body requirements.
7. To assess and record internal verification outcomes systematically using the recognised College systems and to follow up any actions in a timely manner.
8. To internally verify marked work/observations in accordance to departmental policies, providing constructive oral and/or written feedback that clearly indicates strategies for improvement.
9. To implement quality procedures, contributing to thorough, evaluative programme reviews which feed into the self-assessment process.
10. To prepare and organise arrangements and documentation, including learners' portfolios for IV and EV moderator visits and End Point Assessment. To carry out quality assurance duties where appropriate and to attend IV and EV visits as required.
11. To form positive relationships with employers to ensure employer fully understands the training programme and any involvement expected from the employer.
12. To be involved in the development of new programmes in response to employer demands and sector changes.
13. To be responsible for your own continuous professional development by keeping up to date with current development relating to vocational qualifications, internal and external verification requirements, participating in College staff development events as appropriate and maintaining up to date vocational skills.
14. Undertake such other duties as may be reasonably required of the post-holder.

Essential Qualifications

- GCSE Maths and English grade C qualifications or recognised equivalent or to attain within the probationary period
- Engineering degree preferably Civil Engineering
- Assessor/verifier Award or willingness to work towards this

Desirable qualifications:

- Professional body Incorporated or Chartered Engineer
- Recognised Learning and Development qualification at Level 3

Required Knowledge

- Understanding of the apprentice development requirements to help meet professional body application criteria.

- Good understanding of the needs of employers
- Knowledge of apprenticeship training programmes in relevant sectors
- Relevant industry knowledge

You may be required to undertake such other duties, commensurate with your grade and hours of work, as may reasonably be required. You may be required to work at or from any building, location or premises of Wigan and Leigh College, and any other establishment where Wigan and Leigh College conducts its business.

October 2022

This job description is current at the above date. In consultation with the post holder it is liable to variation by the College to reflect actual, contemplated or proposed changes in or to the job.